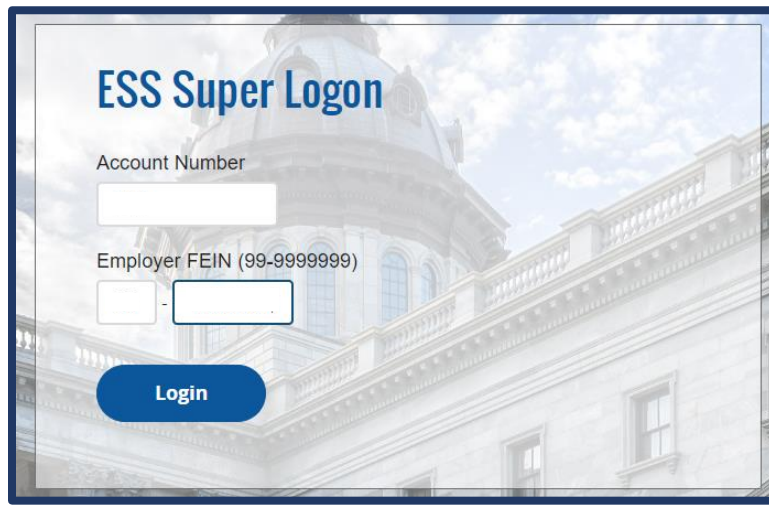


Employer ESS Portal Electronic Wage Garnishment Payments Guide

This guide provides instructions for registered employers to make a credit/debit card or ACH electronic check payment for employee's they have in garnishment.

1. Employer accesses their ESS portal



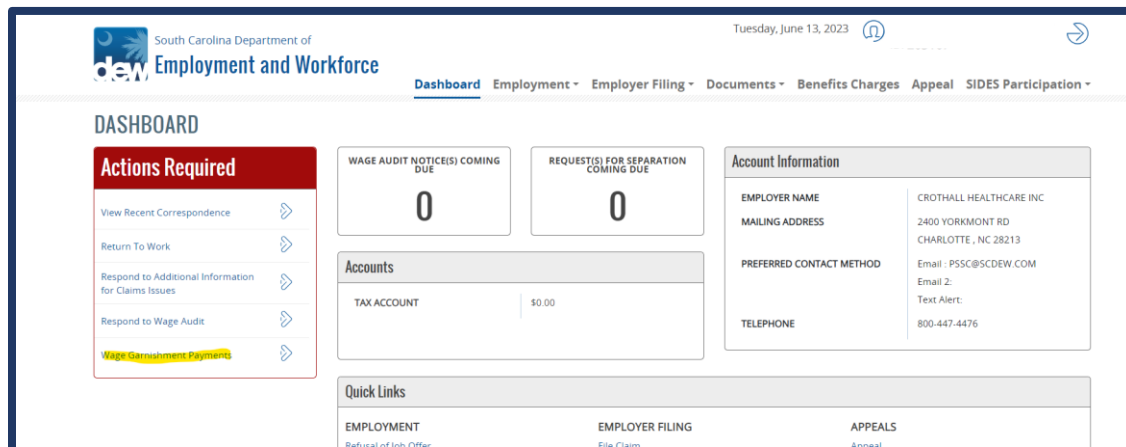
ESS Super Logon

Account Number

Employer FEIN (99-9999999)
 -

Login

2. Dashboard will display new link – Wage Garnishment Payments



South Carolina Department of
Employment and Workforce

Tuesday, June 13, 2023

Dashboard Employment Employer Filing Documents Benefits Charges Appeal SIDES Participation

DASHBOARD

Actions Required

- View Recent Correspondence
- Return To Work
- Respond to Additional Information for Claims Issues
- Respond to Wage Audit
- Wage Garnishment Payments**

WAGE AUDIT NOTICE(S) COMING DUE
0

REQUEST(S) FOR SEPARATION COMING DUE
0

Accounts

| | |
|-------------|--------|
| TAX ACCOUNT | \$0.00 |
|-------------|--------|

Account Information

| | |
|--------------------------|---|
| EMPLOYER NAME | CROTHALL HEALTHCARE INC |
| MAILING ADDRESS | 2400 YORKMONT RD CHARLOTTE, NC 28213 |
| PREFERRED CONTACT METHOD | Email - PSSC@SCDEW.COM Email 2: Text Alert: |
| TELEPHONE | 800-447-4476 |

Quick Links

| | | |
|------------------------------------|-------------------------------|-------------------|
| EMPLOYMENT Refusal of Job Offer | EMPLOYER FILING File Claim | APPEALS Appeal |
|------------------------------------|-------------------------------|-------------------|

3. Clicking the link will display ALL individual's that have an Active wage garnishment

Employer ESS Portal Electronic Wage Garnishment Payments Guide

4. Employer is required to enter all contact information.
5. Employer can select one or multiple individuals to make payments for or they have the option to Download a template (CSV file), enter their information, save the file, and then upload it.


DOING BUSINESS AS

BUSINESS TYPEOthers

FEIN

LIABILITY TYPEContributory

Garnishments

 **Instructions**

- You must comply with the notice(s) received and withhold the individual's wages to satisfy the outstanding debt.
- The garnishment requests listed below are ready for your review and response.
- All fields are required.
- Please select the individual(s) listed below to Start the garnishment payment process.
- If additional assistance is needed, please contact the DEW's Unemployment Insurance Division using the Claimant self-service line at 1-866-831-1724 (toll free). Follow the prompts to speak to with a representative regarding a debt, weekdays between 8 a.m. and 4 p.m.

CONTACT INFORMATION

Contact Person Name

Contact Title

Phone Number

Email Address

Download Template

Upload Employees

| SSN | FIRST NAME | LAST NAME | WAGE GARNISHMENT AMOUNT |
|--------------------------|------------|-----------|-------------------------|
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
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| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| TOTAL Amount | | | \$ 0.00 |

Back

Next

Employer ESS Portal Electronic Wage Garnishment Payments Guide

6. Employers can select individuals by checking the boxes next to the SSN, enter the amount to pay, then click “Next”

CONTACT INFORMATION

Contact Person Name

Tom Jones

Contact Title

HR

Phone Number

1112223344

Email Address

tom@test.com

Download Template

Upload Employees

| SSN | FIRST NAME | LAST NAME | WAGE GARNISHMENT AMOUNT |
|-------------------------------------|------------|-----------|-------------------------|
| <input checked="" type="checkbox"/> | | | \$ 100 |
| <input checked="" type="checkbox"/> | | | \$ 50 |
| <input checked="" type="checkbox"/> | | | \$ 100 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| <input type="checkbox"/> | | | \$ 0.00 |
| TOTAL Amount | | | \$ 250.00 |

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Next

Employer ESS Portal Electronic Wage Garnishment Payments Guide

- Using the Download Template option, the employer would enter each individuals SSN, First Name, Last Name and Amount

| | A | B | C | D |
|----|-----------------------------|-------|------|--------|
| 1 | Employer Name | Croth | | |
| 2 | Employer DEW Account Number | | | |
| 3 | Employer FEIN | 63-10 | | |
| 4 | Claimant SSN | First | Name | Amount |
| 5 | | | | 100 |
| 6 | | | | 75 |
| 7 | | | | 150 |
| 8 | | | | 125 |
| 9 | | | | |
| 10 | | | | |

- Employer would save the file
- Employer would then choose the Upload Employees button. All information entered on CSV file will automatically populate just the individuals from the CSV file

CONTACT INFORMATION

Contact Person Name

Tom Jones

Contact Title

HR

Phone Number

1112223344

Email Address

tom@test.com

Download Template

Upload Employees

| SSN | FIRST NAME | LAST NAME | WAGE GARNISHMENT AMOUNT |
|-------------------------------------|------------|-----------|-------------------------|
| <input checked="" type="checkbox"/> | | | \$ 100 |
| <input checked="" type="checkbox"/> | | | \$ 75 |
| <input checked="" type="checkbox"/> | | | \$ 150 |
| <input checked="" type="checkbox"/> | | | \$ 125 |
| TOTAL Amount | | | \$ 450.00 |

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Next

- From either selecting one or multiple individuals from the list populated or using the download/upload function for the template, the employer would click Next and be advised that they are leaving the DEW website and to confirm be clicking Next

CONFIRM ACTION

You are leaving the DEW website. The screen layout and appearance will be different. Click "Next" to continue.

Cancel

Next

Employer ESS Portal Electronic Wage Garnishment Payments Guide

11. Employer would then land on the SC.GOV payment page

The screenshot displays the SC.GOV payment interface. At the top, a progress bar shows four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Payment Type' step is currently active and marked with a green checkmark.

Transaction Detail

These charges will appear on your statement as two transactions. The total Cost of Sale will be sent to SC DEW. The total Service Fee* SC.GOV will be sent to SC.GOV.

| SKU | Description | Unit Price | Quantity | Amount |
|-------|---------------------|------------|----------|----------|
| 01 | Garnishment Payment | \$300.00 | 1 | \$300.00 |
| Total | | | | \$300.00 |

Transaction Summary

| | |
|---------------------|-----------------|
| Garnishment Payment | \$300.00 |
| Service Fee* SC.GOV | \$6.10 |
| TOTAL | \$306.10 |

Need Help?

Note: These charges will appear on your statement as two transactions.

Payment

Payment Type Credit/Debit Card Edit

Customer Information

Complete all required fields [*]

Country *

First Name * Last Name *

Address *

Address 2

City * State *

ZIP/Postal Code *

Phone Number *

Email *

Next >

Payment Information

Cancel

12. Employer would then select either Credit/Debit Card payment method or select the Edit button and change to ACH Electronic Check
13. Credit/Debit card payments through MySC.Gov have an associated Service Fee charged by SC.GOV based upon the total dollar amount of the payment being made. The Electronic Check method has a flat \$2.50 service fee
14. Employer would continue on by either entering their credit/debit card information or their banking information for the electronic check.

Employer ESS Portal Electronic Wage Garnishment Payments Guide

15. Submit their payment and get a confirmation.

SC.GOV

Contact

Payment Receipt Confirmation

Your payment was successfully processed.

Print

Receipt Contact Information

Contact Name SC Department of Employment and Workforce

Transaction Summary

| Description | Order ID | Amount |
|-----------------------|----------|----------|
| SC DEW - SCUBI - TEST | | \$608.87 |
| TOTAL | 67762530 | \$608.87 |

| Description | Order ID | Amount |
|---------------------|----------|---------|
| Service Fee* SC.GOV | 67762572 | \$11.35 |

Transaction Detail

These charges will appear on your statement as two transactions. The total Cost of Sale will be sent to SC DEW. The total Service Fee* SC.GOV will be sent to SC.GOV.

| SKU | Description | Unit Price | Quantity | Amount |
|-----|---------------------|------------|----------|----------|
| 01 | Garnishment Payment | \$608.87 | 1 | \$608.87 |
| | Service Fee*SC.GOV | \$11.35 | | \$11.35 |
| | Total | | | \$620.22 |

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

Customer Information

| | | | |
|--------------------|------------|--------------|-----------------|
| Customer Name | John Smith | Receipt Date | 6/13/2023 |
| Local Reference ID | 205 | Receipt Time | 01:54:05 PM EDT |

Payment Information

| | | | |
|------------------|-------------|--------------------|-----------|
| Payment Type | Credit Card | Credit Card Number | *****1111 |
| Credit Card Type | VISA | | |

Billing Information

| | | | |
|---------------------|------------|---|---------------------|
| Billing Address | 123 W. Ave | Phone Number | 111-222-3333 |
| Billing City, State | Col. SC | This receipt has been emailed to the address below. | |
| ZIP/Postal Code | 29201 | Email Address | john@mybusiness.com |
| Country | US | | |

Continue

16. Select continue and they would be returned to the Guest URL Payment screen

WAGE GARNISHMENT PAYMENTS

Instructions

- You must comply with the notices received and withhold the individual's wages to satisfy the outstanding debt.
- All debts are required.
- Please ADD the individual(s) you have received garnishment notices for to start the payment process.
- If additional assistance is needed, please contact the DEW's Unemployment Insurance Division using the Customer self-service line at 1-888-831-1752 (toll free). Follow the prompts to speak with a representative regarding a debt, weekdays between 8 a.m. and 4 p.m.

Employer FEIN

Employer SSN

Business Name

CONTACT INFORMATION

Contact Person Name

Contact Title

Phone Number

Email Address

Download Template

Upload Employees

No Of Rows

Add Employee

SSN

FIRST NAME

LAST NAME

WAGE GARNISHMENT AMOUNT

TOTAL Amount

\$ 0.00

Next